

## **Engineered Machined Products, Inc.**

### **CSR Code of Conduct**

All suppliers to Engineered Machined Products (EMP) in all your business activities please comply with each of the following criteria as well as the country and municipality laws, rules and regulations while paying regard to international norms of behavior. Moreover, we encourage you to require your next-tier suppliers as well to comply with this Code of Conduct and obtain the necessary information from them to ensure compliance with this Code of Conduct.

#### **Labor-Human Rights**

1. **No Forced Labor:** Respect the free will of all of your workers and do not use forced labor.
2. **No Child Labor:** Do not employ children under the minimum employment age. Moreover, engaging with businesses that jeopardize the health and safety of workers under the age of 18 shall not be allowed.
3. **Appropriate Working Hours:** Do not exceed the weekly working hours as defined by local regulations. Moreover, give at least one day as holiday per week.
4. **Fair Wages and Benefits:** Pay more than the minimum wage as defined by local regulations. Moreover, there is to be no unfair wage reduction.
5. **No Inhumane Treatment:** Respect the human rights of workers and there is to be no inhumane treatment such as harassment and abuse.
6. **Non Discrimination:** There is to be no discrimination in hiring and employment practices based on race, skin color, nationality, age, gender and sexual orientations, ethnicity, disability, pregnancy, religion, political opinion, labor union membership, marital status, or other factors that are irrelevant to business.
7. **Freedom of Association:** Respect the rights of workers to associate freely, join or not join labor union, participate in protests and other such actions in accordance with local laws and regulations.
8. **Handling of Conflict Minerals:** Endeavor not to profit from the use of the so called conflict minerals (3GT) in your products by sourcing them from the Democratic Republic of the Congo and its adjacent countries where these minerals are found to be directly or indirectly financing armed groups who are the perpetrators of serious human rights violations.

## **Occupational Safety**

1. **Safe Workplace:** Understand the work environment and operations and provide appropriate technical administrative and preventive measures if there are potential hazards and risks, in order to ensure the safety of workers. Also, provide workers with personal protective equipment and the like, if necessary.
2. **Accident Prevention and Emergency Preparedness:** Prepare countermeasures by evaluating the risks associated with potential disasters and accidents, etc. Also, implement facility safety inspection, install disaster prevention equipment and perform maintenance.
3. **Prevention of Occupational Injury and Illness:** Understand the situation of occupational injury and illness and provide preventive measures. Also provide medical examinations for workers in accordance with local regulations.
4. **Management of Physically Demanding Work:** Identify and manage physically demanding work that may pose health hazards including mental health, so as not to cause occupational injury and illness.
5. **Machined and Equipment Safety Measures:** Implement safety evaluation of machinery and equipment so as not to cause occupational injury and illness.
6. **Healthy and Safe Facilities:** Provide workers with a healthy and safe working environment.

## **Environmental Conservation**

1. **Compliance with Environmental Regulations:** Obtain and maintain required environmental permits, approvals and reporting requirements in accordance with local regulations.
2. **Resource and Energy Saving:** Endeavor to conserve resources and energy in all business operations.
3. **Wastewater Management:** Prevent the discharge of hazardous wastewater into the environment.
4. **Air Emission Management:** Endeavor to reduce harmful substances, greenhouse gases, and ozone-depleting substances released into the atmosphere.
5. **Proper Disposal of Solid Waste:** Endeavor for solid waste reduction and implement proper solid waste disposal.

6. Management of Chemical Substances: Identify the harmful chemicals if released to the environment, endeavor for usage reduction, replacement to less harmful substances, and leakage prevention.
7. Management of Hazardous Substances: Identify hazardous substances contained in the products and ensure regulatory compliance is met.
8. Biodiversity Conservation: Consider the impact and minimize the adverse effects on biodiversity in all business activities that include the use of natural resources.

### **Ethics**

1. Prohibition of all forms of Corruption and Bribery: Prohibit any and all forms of corrupt practices including bribery, corruption, or extortion.
2. Prohibition of Anti-competitive Behavior: Manage so as to ensure that there are no acts that inhibit fair competition.
3. Information Disclosure: Appropriately disclose information regarding management and business activities, financial situation and performance without falsification of any form.
4. Provision of Appropriate Product Information: Provide accurate product and service information to customers and consumers.
5. Fraud Early Detection and Prevention: Adopt measures to protect whistleblowers to ensure that workers can report act of fraud without fear of retaliation.
6. Protection of Intellectual Property: Respect and take due care of the intellectual property rights.
7. Protection of Personal Information: Appropriately protect all business relevant personal information of your customers, suppliers, consumers, workers, etc.